

Class Concept

This is professional work in providing, coordinating and being accountable for the inter-disciplinary person centered services to individuals with intellectual/developmental disabilities and/or co-occurring disorders. Employees working in a specialized facility that provides services to individuals with intellectual/developmental disabilities that may have complex behavioral and/or medical needs. Employees create, modify, implement, and assess individualized behavioral, vocational, and/or social person-centered care plans. Employees ensure compliance with residential-based health, safety, and person-centered services as required by State/federal laws, and facility policies and procedures. Establishes, implements, and monitors program goals, quality controls, and policies/procedures for defined residential units or homes. Employees coordinate the service delivery of professional disciplines such as nursing, psychology, social work, therapeutic recreation, PT, and OT in the implementation of person-centered plans.

Employees supervise direct care staff. Employees may serve as the manager on call, which involves decision-making for the assigned cottage/residential living area. Employees may manage the operations (e.g., budgetary and resource allocation) of one or two residential units. Employees facilitate services with departmental professional and ancillary services. Employees chair the interdisciplinary treatment team and provide specific and detailed input toward developing/modifying individuals' behavioral, vocational, and/or social development active treatment plans. This role is differentiated from the Human Services Provider Program Coordinator I by the degree of accountability, which may include three shifts, increased scope of location assignments, and independence of action in more comprehensive programming and administrative decision-making.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of active treatment programs and their implementation procedures.
- Working knowledge of up-to-date best practice in health, mental health care practices, and support for individuals with intellectual disabilities.
- Working knowledge of the basics of physiological, nutritional, sensory-motor, affective, cognitive, social, communication, and adaptive development.
- Working knowledge of person centered planning process.
- Ability to lead an interdisciplinary team.
- Ability to communicate and to develop cooperative working relationships with staff, individuals, and their family members.
- Ability to coordinate the development, implementation, and evaluation of person-centered services.
- Ability to keep records, document behaviors/preferences, and run reports.
- Ability to perform behavior intervention techniques.
- Ability to supervise the operation of a residential unit.
- Demonstrated ability to effectively communicate in oral and written form.

Minimum Education and Experience

Bachelor's degree in a human services or related field from an appropriately accredited institution and two years of experience providing professional or direct services (either paid or volunteer) in a setting that serves individuals with disabilities.

Advanced degrees in human services may be substituted to meet educational requirements if an applicant does not possess a Bachelor's degree in human services or related field.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.